



Y B N UNIVERSITY

RAJAULATU, NAMKUM, RANCHI (Jharkhand)

Established by the Act. of Government of Jharkhand Act. 15, 2017

Gazette Notification No. 505, Dated 17 July 2017

As per Section 2(f) of UGC Act. 1956

Ref. No. YBNU/IQAC/07052020/001

Date: 07/05/2020

Notification

This is to inform all the members of IQAC that the meeting of the Internal Quality Assurance (IQAC), YBN University scheduled to be held on 8th May 2020 at 11.30 AM, via virtual mode.

Agenda for the meeting is as follows:

1. Review the minutes of previous IQAC meeting.
2. Action taken report on the discussion of the previous meeting.
3. To update university website and make it user friendly.
4. To form sub committees for different criteria for efficient data collection and documentation.
5. To consider introducing student representative in IQAC.
6. Social distance and proper use of mask in work place.
7. To conduct a session for non-teaching staff.
8. Any other item with the permission of chair.

Dr. Sushmita Mohapatra

IQAC Secretary

YBN University, Ranchi

YBN University, Ranchi

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Date:08/05/2020

IQAC members, YBN University, Ranchi

S.No.	Name	Designation	Signature
1.	Hon' Vice-Chancellor	Chairperson	
2.	Shri Sanjay Tiwari, Deputy Registrar	Ex-Officio	
3.	Dr. Anjali Singh, COE YBN University Ranchi	Member	
4.	Dr. Dharam Veer Singh, H.O.D Library Science	Member	
5.	Dr. Renu Singh, H.O.D Sanskrit	Member	
6.	Dr. Kilis Marandi, H.O.D Psychology	Member	
7.	Dr. MD Wasimul Haque, Principal, School of Pharmacy	Member	
8.	Mr. Anand Prakash Rai, Director Aurens life Science Pvt. Ltd. Mumbai	External Member	
9.	Mr. Bhim Yadav	Student Member	
10.	Mr. Satish Ku. Yadav	Student Member	
11.	Dr. Susmita Mohapatra, H.O.D History	Member Secretary	

Dr. Susmita Mohapatra
IQAC Member Secretary
YBN University, Ranchi
Director, IQAC
YBN University, Ranchi



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Ref No. YBNU/IQAC/08052020/002

Date: 08/05/2020

Minutes of Meeting of the Year 2020

Minutes of meeting of IQAC members for the Year 20-21 was held on 8th May 2020 at 11.30 AM. via virtual mode.

Date: 08/05/2020

Time: 11.30 A.M

The Secretary, IQAC welcomed all the members of IQAC and explained the reasons for calling meeting by virtual mode. Thereafter agenda items were taken up for discussion.

AGENDAS DISCUSSED IN IQAC MEETING ARE AS FOLLOWS:-

S.No.	Agenda	Proceedings/Discussion
01	To confirm the minutes of previous IQAC meeting.	The minutes of meeting of the previous IQAC meeting were placed and approved by IQAC.
02	To report action taken on minutes of the previous IQAC meeting	The action taken report of the minutes of the meeting of previous IQAC meeting were presented and approved by IQAC.
03	To update university website and make it user friendly	IQAC focused on updating website so that students can get update about the University and forwarded to IT Manager for the same
04	To form sub committees for different criteria for efficient data collection and documentation.	Sub committees can be formed for different criteria for efficient data collection and documentation.
05	To consider introducing student representative in IQAC.	Introducing a student representative can foster a collaborative approach to quality assurance, where students become active participants in shaping the educational environment and contributing to continuous improvement efforts.

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		Moreover, it can promote accountability and accountability within the institution by holding decision-makers accountable for their actions and decisions.
06	As Covid -19 pandemic is going on it is necessary to maintain social distance and proper use of mask in work place.	IQAC suggested maintaining social distance and strict use of mask in work place also DSW and Dean Academics directed to prepare and make arrangement of online classes for every student.
07	To conduct a session for non-teaching staff.	To conduct a session for non-teaching staff, IQAC Chaired person, suggested planning and delivering an engaging and informative session that addresses their unique needs and challenges and ensure that the content is relevant, interactive, and tailored to their roles within the institution. By fostering a supportive and collaborative environment. It will aim to empower the non-teaching staff with valuable skills, knowledge, and a sense of appreciation for their contributions to the institution's success.
08	Covid 19 Awareness Program	<p>IQAC discussed to get vaccinated as soon as it's your turn and follow local guidance on vaccination.</p> <p>Keep physical distance of at least 1 meter from others, even if they don't appear to be sick. Avoid crowds and close contact.</p> <p>Wear a properly fitted mask when physical distancing is not possible and in poorly ventilated settings.</p> <p>Clean your hands frequently with alcohol-based hand rub or soap and water.</p> <p>Cover your mouth and nose with a bent elbow or tissue when you cough or sneeze. Dispose of used tissues immediately and clean hands regularly.</p> <p>If you develop symptoms or test positive for</p>



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COVID-19, self-isolate should be mandatory.

Dr. Susmita Mohapatra

IQAC Member Secretary

YBN University, Ranchi

Director IQAC
YBN University, Ranchi



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ACTION TAKEN REPORT

S.No	Agenda	Action Taken
01	Review the minutes of the previous IQAC meeting	The minutes of the previous meeting held on 19 th September was reviewed and approved unanimously by the members. No corrections or objections were raised.
02	Action taken report on the discussion of the previous meeting	An ATR was presented, covering all previous decisions and initiatives. Most actions were successfully implemented, and updates were shared. Remaining points have been scheduled for follow-up.
03	To update university website and make it user-friendly	The university website has been reviewed and redesigned for better navigation and mobile responsiveness. New content sections such as student services, event gallery, and IQAC dashboard have been added. Feedback is being collected for further improvements.
04	To form sub-committees for different criteria for efficient data collection and documentation	Sub-committees for each NAAC criterion have been formed with designated faculty members. A data collection template and calendar were shared with all teams to streamline documentation and ensure timely submission.
05	To consider introducing student representative in IQAC	A nomination process was initiated, and one undergraduate and one postgraduate student were selected as student

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		representatives. Their role and responsibilities were clearly defined, and they will participate in the next IQAC meeting.
06	Social distancing and proper use of masks in the workplace	Awareness posters were displayed across the campus. Sanitizer dispensers were placed at key locations. Compliance with mask usage and social distancing is being monitored regularly by designated staff.
07	To conduct a session for non-teaching staff	A professional development session titled "Workplace Etiquette and Digital Literacy" was conducted for non-teaching staff. Feedback indicated a positive response, and similar sessions will be organized quarterly.
08	Any other item with the permission of the chair	With the chair's permission, a discussion was held on the need for a green audit. A proposal is being prepared for the same to be presented in the next meeting.

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Ref. No. YBNU/IQAC/18092019/001

Date: 18/09/2019

Notification

This is to inform all the members of IQAC that the meeting of the Internal Quality Assurance Cell (IQAC), YBN University Scheduled to be held on 19h September 2019 at 10.30A.M in the conference Hall YBN University, Ranchi.

The Agenda for the meeting is as follows:

1. To confirm the minutes of the meeting of IQAC held on 20th March 2019.
2. To report action taken on minutes of the meeting of IQAC held on 20th March 2019
3. Planning of transport facilities for nonresidential students
4. To workout the mechanism for ensuring timely, efficient and periodic progressive performance of conference, workshop, seminar and webinar.
5. To strengthen the industry institute interaction through collaboration, membership & MoU's.
6. To decide the agenda related to extension activities under the program of NSS.
7. To decide on Eco friendly measures include steps to reduce consumption of electrical energy and campus security.

Dr. Susmita Mohapatra
Director, IQAC
YBN University, Ranchi
IQAC Member Secretary
YBN University, Ranchi

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Date: 19/09/2019

Ref. No. YBNU/IQAC/19092019/001

IQAC members, YBN University, Ranchi

S.No.	Name	Designation	Signature
1.	Hon' Vice-Chancellor	Chairperson	
2.	Shri Sanjay Tiwari, Deputy Registrar	Ex-Officio	
3.	Dr. Anjali Singh, COE YBN University Ranchi	Member	
4.	Dr. Dharam Veer Singh, H.O.D Library Science	Member	
5.	Dr. Renu Singh, H.O.D Sanskrit	Member	
6.	Dr. Kilis Marandi, H.O.D Psychology	Member	
7.	Dr. MD Wasimul Haque, Principal, School of Pharmacy	Member	
8.	Mr. Anand Prakash Rai, Director Aurens life Science Pvt. Ltd. Mumbai	External Member	
9.	Mr. Bhim Yadav	Student Member	
10.	Mr. Satish Ku. Yadav	Student Member	
11.	Dr. Susmita Mohapatra, H.O.D History	Member Secretary	

Director, IQAC
IQAC Member Secretary
YBN University, Ranchi



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Ref. No. YBNU/IQAC/19092019/001

Date: 19/09/2019

Minutes of meetings of the Year 2019

Minutes of meeting of IQAC members for the Year 2019-20 was held on 19th September 2019 at 10.30 A.M. in conference Hall, YBN University, Ranchi

Date: 19/09/2019

Time: 10.30 A.M

Venue: Conference Hall, YBNU, Ranchi, Jharkhand

The IQAC Secretary welcomed all the members of IQAC and explained the reasons for calling meeting. Thereafter agenda items were taken up for discussion.

AGENDAS DISCUSSED IN IQAC MEETING IS AS FOLLOWS:-

S.No	Agenda	Proceeding/Discussion
01	To confirm the minutes of the meeting of IQAC held on 20th March 2019.	The minutes of meeting of the IQAC held on 20th March 2019 were placed and approved by IQAC.
02	To report action taken on minutes of the meeting of IQAC held on 20th March 2019	The action taken report of the minutes of the meeting of IQAC held on 20th March 2019 were presented and approved by IQAC.
03	Planning of transport facilities for nonresidential students	University buses were put to use for a well thought reason once. It is still one of the most preferred and widely used transportation systems for students to commute IQAC Chairperson forwarded the same to registrar YBNU for implementation of Bus services in every corner of the city.
04	To workout the mechanism for ensuring timely, efficient and periodic progressive performance of conference, workshop, seminar and	IQAC discuss that, conducting conference, seminar, webinar, workshop etc. helps to know about professional institutions and new discoveries in their field. Presenting a poster in conference helps the student to gain soft skills

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		which will be valuable in their academic career. So it is beneficial for both the students as well as faculty members. And Directed to director IQAC for implementation and timely review.
05	To strengthen the industry institute interaction through collaboration, membership & MoU's.	To promote Industry - Institute Interaction following schemes are being undertaken Establishment of Industry-Institute Partnership /interaction Cell. Organizing Workshops, conferences and symposia with joint participation of the faculty and the industries. Director Incubation & IQAC given responsibility to sign MoU with industry & other University useful for student and faculty
06	To decide the agenda related to extension activities under the program of NSS.	IQAC emphasized that, apart from cleaning the campus campaign, Tree plantation, AIDS awareness rally, save the female child campaign such as Nirmal-Gram Yojana, Literacy movement Sarva Shiksha Abhiyan etc. and organize guest lecturers on current social issues. NSS head directed to organize the same regulation & submit report on monthly basis to office of the IQAC.
7	To decide on Eco friendly measures include steps to reduce consumption of electrical energy and campus security.	IQAC strictly instructed that; unplug energy vampires when not in use. Green campuses have worked on lowering their impact in damaging the atmosphere by offering sustainable dormitories. These dormitories promote green living amongst students by lowering the usage of normal electric grids. For suggestion forwarded to management board through registrar for go green and ecofriendly campus development.


Dr. Susmita Mohapatra
IQAC Member Secretary
YBN University, Ranchi



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ACTION TAKEN REPORT

S.No	Agenda	Action Taken
01	To confirm the minutes of the meeting of IQAC held on 20th March 2019.	The minutes of the meeting held on 20th March 2019 were read and confirmed by all IQAC members.
02	To report action taken on minutes of the meeting of IQAC held on 20th March 2019	All action points from the previous meeting were executed as planned. The status of each initiative was documented and shared with members. Follow-up on pending points is ongoing.
03	Planning of transport facilities for nonresidential students	A survey was conducted among non-residential students to assess their transportation needs. Based on the data, a proposal was submitted to the administration.
04	To workout the mechanism for ensuring timely, efficient and periodic progressive performance of conference, workshop, seminar and webinar.	A standard operating procedure (SOP) was developed for the planning and execution of academic events. A yearly calendar has been prepared and circulated. Each event now includes a feedback mechanism and a reporting format to ensure quality and accountability.
05	To strengthen the industry institute interaction through collaboration, membership & MoU's	A comprehensive review of existing skill development programs was conducted, highlighting participation reports and new initiatives were proposed in alignment with current job market demands and national skill

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		development missions (eg. Skill India)
06	To decide the agenda related to extension activities under the program of NSS.	The NSS unit planned and executed several outreach programs including a cleanliness drive, health awareness camp, and tree plantation. An annual extension activity calendar has also been prepared to streamline future initiatives.
07	To decide on Eco friendly measures include steps to reduce consumption of electrical energy and campus security.	<input type="checkbox"/> Energy Conservation: LED lights were installed in key campus areas, and awareness programs on energy saving were conducted among staff and students. Campus Security: Installation of CCTV cameras in strategic locations was completed, and additional security personnel were deployed at entry and exit points.

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